



## Substitute Teacher Packet for:

### Contents

1. The Class Roll is located:
2. Special Needs Students

Class Period	Student Name	Need/Schedule

### 3. Student who can assist

Class Period	Helpers/Monitors	Teachers available to offer assistance	Location/Extension
1			
2			
3			

4			
5			
6			
7			

#### 4. Description of class routines

	Routines
<b>Classroom</b>	
<b>Restroom</b>	
<b>Pencil Sharpener</b>	
<b>Water Fountain</b>	
<b>Recess/Break</b>	
<b>Lunch</b>	
<b>Hall &amp; Hall Passes</b>	
<b>Free Time/Break</b>	
<b>Activities</b>	
<b>Computer</b>	
<b>Before leaving</b>	
<b>Bus Duty</b>	
<b>Notes:</b>	

### 5. Teacher's Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Special Duties:</b>					

### ***EMERGENCY PROCEDURES***

**The emergency drill and evacuation procedures are located:**

**Fire alarm is located:**

**Tornado procedures are located:**

### **SCHOOL PERSONNEL**

<b>Title</b>	<b>Name</b>	<b>Extension</b>
Principal		
Vice Principal		
Secretary		
Attendance Officer		
Nurse		

#### **6. Classroom Management Ideas:**

Quiet Signal:

Other Signals:

Acceptable Rewards:

Discipline Techniques:

- Write **Recess** or **Break** on the board and erase one letter each time the class is disorderly.
- **Behavior Form**. Inform substitute to complete the form and put on any disruptive student's desk stating that the form will be disposed of at the end of the class (or day) **if** the student's behavior improves.

#### **7. School Policies**

The Classroom Rules, Discipline Plan and/or School Discipline Plan are located:

<b>Misbehaved Student</b>	<b>Explanation</b>

Special notes about discipline for substitute teachers:

**8. Emergency Lesson Plans** Choose and print a grade level/subject area appropriate lesson plan for the substitute's folder. Suggested Sites: See Substitute Packet (<http://jc-schools.net/tutorials/substitute.htm>).

**9. Extra Time Fillers** See Substitute Packet (<http://jc-schools.net/tutorials/substitute.htm>).

**10. Need Help? (names & locations of teachers who will assist)**

Teachers available to offer assistance	Location/ Extension